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## County of Los Angeles COMMUNITY AND SENIOR SERVICES

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*Enriching Lives Through Effective And Caring Service*



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Cynthia D. Banks  
Director

Otto Solórzano  
Chief Deputy

June 17, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

25 June 17, 2014

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**DELEGATE AUTHORITY TO EXTEND THE WORKFORCE  
INVESTMENT ACT (WIA) ADULT AND DISLOCATED WORKER (ADW), RAPID RESPONSE AND  
VETERANS' PROGRAM CONTRACTS ON A MONTH-TO-MONTH BASIS FOR UP TO TWELVE  
MONTHS AND TERMINATE FOR CONVENIENCE THE 2013-2015 HUMAN SERVICES  
CONSORTIUM OF THE EAST SAN GABRIEL VALLEY DBA LA WORKS WIA IN-SCHOOL  
YOUTH CONTRACT NO. WIA-01 FROM THE YOUTH MASTER AGREEMENT NO. 1314-01  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

### SUBJECT

1. Community and Senior Services (CSS) seeks delegated authority to: 1) amend seventeen (17) of the current WIA ADW contracts, which includes one Veterans' Program contract, and amend three (3) Rapid Response Program contracts for a time extension on a month-to-month basis for up to twelve (12) months; 2) allocate funding for the provision of WIA job-related employment, placement, and training services to the residents of Los Angeles County, employment and training to veterans and their eligible spouses, and workforce services to directly assist affected business and workers in order to mitigate the impact on the local economy regarding mass layoffs, business closures, and natural or other disasters; 3) terminate for convenience, effective July 1, 2014, the 2013-15 Human Services Consortium of the East San Gabriel Valley dba LA Works WIA In-School Youth Work contract number WIA-01 and from the Youth Master Agreement contract number 1314-01.

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate authority to the Director of CSS, or designee, to execute contract amendments for seventeen (17) of the existing WIA ADW contracts, which includes one Veterans' Program, and

amend three (3) Rapid Response contracts for an additional twelve (12) months on a month-to-month basis.

2. Allocate funding, in the estimated amounts as reflected on Attachment A, which do not include funds to provide new training with the exception of specialized National Emergency Grant (NEG) DW Program training funds, after County Counsel approval as to form, effective July 1, 2014 for the provision of WIA job-related employment, placement, and training services to the residents of Los Angeles County, employment and training to veterans and their eligible spouses, and workforce services to directly assist affected businesses and workers in order to mitigate the impact on the local economy regarding mass layoffs, business closures, and natural or other disasters.
3. Terminate for convenience, effective July 1, 2014, the Human Services Consortium of the East San Gabriel Valley dba LA Works WIA In-School Youth contract number WIA-01 and from the Youth Master Agreement number 1314-01 and authorize the Department to pay for any subsequent costs associated with standard close-out related activities.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The recommended actions will enable CSS to continue the provision of WIA job-related employment, placement, and training services to the residents of Los Angeles County, provision of employment and training to veterans and their eligible spouses, and Rapid Response Program workforce services to directly assist affected businesses and workers in order to mitigate the impact on the local economy regarding mass layoffs, business closures, and natural or other disasters. On February 13, 2014, CSS released the WIA Title I Adult and Dislocated Worker Integrated Services Program, Rapid Response Program and Veterans' Program Request for Proposal. The procurement and implementation of the new integrated service delivery model is a new way of doing business for Los Angeles County's workforce system, and this extension will allow the new agencies awarded under the procurement sufficient time to start up their programs without having a lapse in services being provided to residents of Los Angeles County. CSS anticipates new contractors being awarded by September 1, 2014 and to complete transition to any new providers that may require additional start-up time to offer all WIA services by July 1, 2015.

#### **Performance Measures**

The contracts being amended for extension will continue to be measured on the indicators established by WIA and the State (EDD). The performance outcomes to be tracked are: 1) placement into unsubsidized employment, and 2) job retention.

#### **Implementation of Strategic Plan Goals**

The recommended actions support the Countywide Strategic Plan Goals: Goal 1: Operational Effectiveness; Goal 2: Fiscal Sustainability; and Goal 3: Integrated Services Delivery.

#### **FISCAL IMPACT/FINANCING**

There is no Net County Cost (NCC) impact, as the WIA ADW, Veterans' and Rapid Response Programs are fully financed by WIA ADW funding. For the contract extensions, estimated funding, which does not include funds to provide new training, is reflected in Attachment A.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The WIA ADW contractors provide mandated ADW Program services including Core, Intensive and Training Services. Core services are available to a universal population and include, but are not limited to: comprehensive counseling, assisted job search, program eligibility determination, and referral information. Intensive services include comprehensive and specialized assessment of skill levels and service needs, diagnostic testing, in-depth interviewing and evaluation to identify employment barriers, development of an individual employment plan, group counseling, individual counseling and career planning, case management and short-term pre-vocational services. Training services are available for low-income or dislocated workers that qualify under WIA for training and have not attained employment through Core or Intensive services. Under the Veterans' Program, Contractors give priority of service in obtaining employment and training to veterans and their eligible spouses. Under the Rapid Response Program, Contractors provide workforce services to directly assist affected businesses and workers in order to mitigate the impact on the local economy regarding mass layoffs, business closures, and natural or other disasters. The extension of existing WIA ADW contracts for twelve (12) months, on a month-to-month basis, will ensure that the Los Angeles County Workforce Investment Area meets the requirements under WIA.

## **CONTRACTING PROCESS**

On October 17, 2008, CSS released a Request for Proposals (RFP) for the WIA ADW Program to procure contractors, effective July 1, 2009 through June 30, 2012, with option to extend for two (2) additional one-year terms through June 30, 2014. Current WIA ADW Program contracts are set to expire and CSS is seeking delegated authority to extend the terms of these contracts for one (1) additional year through June 30, 2015 to complete the new procurement cycle.

Subsequently, on February 13, 2014, CSS released an RFP for the WIA Adult and Dislocated Worker Integrated Services Program, Rapid Response Program, and Veterans' Program. The RFP introduces a new way of doing business in the workforce development community. It integrates the provision of workforce development services between the contractors and the EDD. As a result, this requires the new contractors to physically collocate with EDD, which has very specific facility requirements and, as a result, the collocation process is expected to take several months. The contract extensions with existing WIA ADW providers will allow the new contractors ample time to collocate with EDD and implement the Integrated Services Delivery Model. In response to the RFP, nineteen (19) agencies submitted proposals to provide ADW, Rapid Response and Veterans' Program services. CSS is currently in the evaluation process of the RFP and expects new contractors to be awarded by September 1, 2014. It is anticipated that new contractors funded under the RFP will be fully operational by July 1, 2015. CSS will obtain County Counsel approval as to form and notify your Board and CEO within ten (10) days of executing contract amendments.

CSS will utilize the Board-approved Youth Master Agreement list and Board authority to reissue a Work Order to procure a Contractor to provide WIA Youth In-School Program services in Supervisorial District Five, previously provided by Human Services Consortium of the East San Gabriel Valley dba LA Works.

## **Monitoring**

Beginning with FY 2003-04, CSS contracted with the County's Auditor-Controller's office to conduct fiscal and contract compliance monitoring of all of its WIA contractors. CSS is responsible for ensuring, through its resolution process that the reported monitoring findings are resolved and training

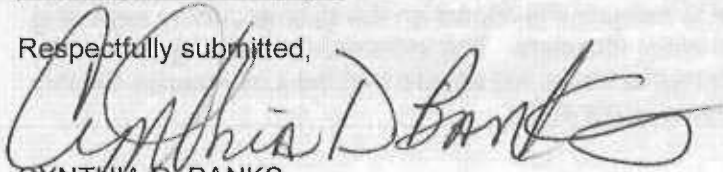
**IMPACT ON CURRENT SERVICES**

The recommended actions will allow for the continued provision of workforce development services to job seekers and employers within Los Angeles County without risking a break in service during the transition process of existing contractors to new providers under the RFP.

**CONCLUSION**

Should you have questions, please contact Ms. Jenifer Valdez at (213) 738-3726 or [jvaldez@css.lacounty.gov](mailto:jvaldez@css.lacounty.gov).

Respectfully submitted,



CYNTHIA D. BANKS  
Director

Attachment

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

FY 14-15 ADW/Veterans/Rapid Response Contract Extension  
Funding Amounts

Attachment A

Agencies	Supervisory District	Adult Monthly Amount*	Dislocated Worker Monthly Amount*	Rapid Response Monthly Amount	DOL NEG Monthly Amount**	CA Multi-Sector-25% Monthly Amount**	Total Monthly Amount
Antelope Valley Consortium	5th	\$54,916	\$33,253			\$6,000	\$94,169
Hub Cities Consortium	1st and 2nd	\$70,198	\$42,518		\$22,000	\$23,000	\$157,716
Community Career Development	2nd	\$26,073	\$15,792		\$7,000	\$20,000	\$68,865
Jewish Vocational Services - Northeast San Fernando Valley	3rd	\$5,305	\$3,213		\$2,000		\$10,518
Managed Career Solutions - API Center	5th	\$15,390	\$9,322		\$9,000	\$12,000	\$45,712
City of Palmdale	5th	\$26,151	\$15,839				\$41,990
Goodwill - Pomona	1st	\$28,363	\$17,179				\$45,542
City of Palmdale- Countywide Veterans	1st, 2nd, 3rd, 4th and 5th	\$31,050	\$26,450				\$57,500
Southeast Area Social Services Funding Authority	1st and 4th	\$52,129	\$31,574	\$23,000	\$13,000	\$7,000	\$126,703
Jewish Vocational Services - West Hollywood	3rd	\$10,945	\$6,625		\$3,000	\$5,000	\$25,570
Jewish Vocational Services - West Los Angeles	2nd, 3rd and 4th	\$21,062	\$12,757	\$23,000	\$9,000	\$9,000	\$74,819
Managed Career Solutions - West San Gabriel Valley	1st and 5th	\$59,095	\$35,793		\$13,000	\$12,000	\$119,888
Managed Career Solutions - West Covina						\$4,000	\$4,000
Community Career Development - South Los Angeles	2nd and 4th	\$32,354	\$30,653				\$63,007
Goodwill - Central San Gabriel Valley	1st and 5th	\$39,895	\$37,798	\$23,000			\$100,693
Arbor E&T LLC - Florence Firestone	2nd	\$16,133	\$15,257				\$31,390
Arbor E&T LLC - East Los Angeles	1st, 2nd and 5th	\$38,917	\$36,899				\$75,816
<b>TOTAL</b>		<b>\$527,976</b>	<b>\$370,922</b>	<b>\$69,000</b>	<b>\$78,000</b>	<b>\$98,000</b>	<b>\$1,143,898</b>

\* Funding amounts do not include training funds

\*\* Funding amounts include training funds